



PARKS & RECREATION ADVISORY COMMISSION MINUTES

December 2, 2004

Attendees:

Parks and Recreation Advisory Commission Members

		Committee Membership
Lynn Crump, Chair	School Board	Future Visions Committee Greenway Advocacy
Dennis Harding, Vice Chair	Dale District	Budget Committee Athletics Committee Budget
Bob Terrell	Dale District	Chair, Athletics Activities Future Visions
Jack Griffin	Bermuda District	Future Visions Committee
Tim Mick	Bermuda District	Chair, Budget Committee Athletics Activities
Frank McDavid	Clover Hill District	Chair, Greenways Advocacy
Terry Minor	Clover Hill District	Budget, Athletics Activities
Earl Gee	Matoaca District	Budget, Future Visions

Absent:

Hadi YazdanPanah	Midlothian District	Athletics Activities, Future Visions, Greenways Advocacy
Ron Maxey	Midlothian District	Chair, Future Visions Greenways Advocacy
Tim Russell	Matoaca District	Greenways Advocacy Budget, Athletics Activities

Parks and Recreation Staff

Mike Golden, Director * Budget Committee Liaison
 Lynell McClinton, Chief of Finance * Budget Committee Liaison
 Phil Innis, Assistant Director * Athletics Activities and Future Visions Liaison
 Bruce Dove, Assistant Director * Future Visions Committee Liaison
 Mark Askin, Chief of Parks
 Stuart Connock, Jr., Chief of Parks Design and Construction
 Jennifer Wampler, Planner, * Greenways Advocacy Committee Liaison
 Bill Carlson, Athletics Manager * Athletics Activities Liaison
 Rebecca Parker, Secretary

2004 Standing Committees

Budget	Future Visions	Athletics Activities	Greenway Advocacy
Tim Mick, Chair	Ron Maxey, Chair	Bob Terrell, Chair	Frank McDavid, Chair
Terry Minor	Bob Terrell	Terry Minor	Ron Maxey
Dennis Harding	Lynn Crump	Dennis Harding	Lynn Crump
Earl Gee	Earl Gee	Tim Russell	Tim Russell
Tim Russell	Hadi YazdanPanah	Tim Mick	Hadi YazdanPanah
	Jack Griffin	Hadi YazdanPanah	

Background Checks Sub-Committee

Tim Mick, Chair
Hadi YazdanPanah
Jack Griffin

Citizens to Speak on Unscheduled Matters:

Mike Hairfield	CQL – Barrier Crimes
Richard Worcester	Background Check Procedures
Roberto Conteras-Sanchez	AISL Manager
Franciso “Poncho” Morales	AISL
Roberto Conteras-Sanchez , Jr. (J.R.)	AISL

- I. **Chair, Lynn Crump called the meeting to order at 7:00 p.m.**
- II. **Invocation:** Lynn asked for a moment of silence for the service men and women in harms way during the holidays and to reflect upon the issues in our community.
- III. **Approval of Minutes:**
Robert Terrell made a motion to approve the minutes as written. Frank McDavid seconded the motion. There was no further discussion and the motion passed with unanimous vote.
- IV. **Changes to Agenda: None**
- V. **Parks and Recreation Director’s Remarks:**

Mike Golden invited the Commission members to the Parks and Recreation’s annual Christmas Luncheon, to be held on December 16, at 12:00 p.m., at the Bensley Community Center.

Mike discussed the project underway for Eppington’s road right-of- way easement. This issue will be before the Board of Supervisors on December 15, to request their final approval. Eppington Foundation has entered into an agreement that provides for the purchase of approximately 360+ acres adjacent to the Plantation, over a six-year period.

VI. Committee Reports:

Budget Committee: Did not meet

Future Visions Committee:

Building a Shelter and Naming the Bird Athletic Complex in Honor of Mildred Burrell

The Committee did not meet, but Phil met with a group that included members of the Girls Softball League to discuss possible dates for a fund-raising tournament. Funds from the tournament will be used to build a shelter in Mildred's honor. Saturday, April 10 was proposed as the date for the tournament.

Phil advised another meeting would take place in January.

2005 Hall of Fame Monument Nominations

Information is on the Parks and Recreation Website and letters of notification about the nomination have been sent out. Applications are being accepted through January 31. Phil advised that inquiries have been received.

*** Proposed procedures and nominations for the 2005 Hall of Fame from November 4, 2004, Minutes:**

- Nominations will be solicited and accepted through January 2005.
- The public will be notified about the nomination process and information placed in the next Parks and Recreation publication - to be distributed the week before Christmas 2004. The information/application will also be placed on the Parks and Recreation website and information will be mailed to the various leagues.
- The Future Visions Committee would review the nominations in January and February and send the final nominations to the Board of Supervisors.
- The group ceremony will be scheduled in the spring of 2005, at a regular Board of Supervisors meeting.
- After the Board of Supervisors' approval and the nomination ceremony, Parks and Recreation will have names inscribed on the monuments.

Athletic Activities Committee: Did not meet- will meet tonight after this meeting adjourns

Greenways Advocacy Committee

Frank McDavid reported that there was no official meeting, but he met with the American Cancer Society at their headquarters. Frank said that because of time constraints, it would not be possible to combine the *American Cancer Society Relay for Life Walk-a-thons* with the *National Trail Ways* event. A target is set for May-June 2006. An action plan is being developed and he should know by June 1, 2005, if he has the okay to move ahead. Frank pointed out that the American Cancer Society's management is led by its volunteers and this makes the process different from most organizations. One advantage is that this allows the organization to control costs by using all volunteers. Frank said he would distribute an action plan (Attachment A) and will provide more detail about communicating with the American Cancer Society.

Frank advised that he had asked Jennifer Wampler to be the point of contact at Parks and Recreation.

Background Checks Committee

Tim Mick said that on November 10, at 7:00 p.m., a public hearing was held at the Chesterfield County Board of Supervisors' meeting. After the meeting, the Board requested that the Background Check Subcommittee review the issues that came out of this public hearing. Tim said that the Committee met with the County Attorney's office to discuss these issues. The Committee recommended extending the barrier crime time limit to eight years for a felony conviction for distribution or selling drugs. A footnote will be added to indicate citizen request was for the barrier crime to result in the individual not being able to coach at any time. Tim Mick advised that he met with the Appeals Committee to discuss the barrier crimes. The felony crime of possession and distribution of drugs was discussed and the resulting recommendation is that this crime results in an applicant not being able to coach for eight years.

Recommendation for Fingerprinting Processing

- If the National Criminal Background checks are approved by the Board of Supervisors, as of January 5, 2005, new coaches will be required to be checked. No coaches will be *grandfathered* in so that they can avoid the fingerprinting process.
- For FY'06, beginning on July 1, 2005, 33 % of the coaches in Chesterfield County will be randomly checked.
- The card they receive will be valid for three years. (This would allow the opportunity to purge the list of coaches of the individuals that no longer coach.)
- There will be a notification in the mail when the card expires. Coaches that have been checked will be a matter of public record on the Chesterfield County Parks and Recreation web page. This page will be updated at least monthly with the names of the coaches that have been checked.
- Another 33% will be randomly checked in FY07 and FY08

The advantage of this process is the convenience to coaches and cost reduction. There will be multiple dates, times and locations set up for fingerprinting. Because of the large number of coaches, Tim said another fingerprinting machine would be purchased to speed the process.

Richard Worcester asked why the change from lifetime card to a three-year card. Tim Mick said that with a lifetime card there was no way to check for possible new convictions.

Mike Hairfield, Commissioner of CQL, objected to the eight-year ban instead of a lifetime ban for coaches convicted of the barrier crime of drug possession and distribution. Mr. Hairfield said he would attend the Board of Supervisors meeting. Tim Mick acknowledged the objection.

Tim Mick made a motion to accept the proposals of the Background Check Subcommittee. Terry Minor seconded the motion. Dennis further discussed the issue of barring permanently or

preventing coaching for eight years, when a coaching applicant had a felony conviction for selling or distributing drugs. There was no further discussion and the motion passed with one opposing vote.

Tim advised that leagues that would like Team Mom's checked could decide to have them checked. It is up to the leagues if they desire to check participants other than coaches.

VII. Hearing of Citizens on Unscheduled Matters - None

VIII. Old Business:

Decline in Youth Athletic Associations in the Dale/Bermuda Districts

Mike Golden advised that a survey to find out possible reasons for the decline in participation and what the needs/wants of the youth in these districts were had been prepared and sent to seven elementary schools. Phil Innis said surveys are due back today to the teachers and the feedback he has received from the schools is that there is a high rate of return. Mike said this information would be processed and reported to the Athletics Committee. Dennis Harding asked that he receive a copy of the revised survey and thought he would have received a copy by E-mail before distribution took place.

Clover Hill High School

The Commission reviewed the letter to the School Board and Board of Supervisors requesting that the sports fields and gym be retained at this site. Frank McDavid said that there are tennis courts, ball fields, parking spaces, etc. – a complete complex that could be retained. The entire Commission recommended that this letter be signed by Lynn Crump and distributed.

Meeting Space Reservations

Phil Innis, at the November meeting, discussed the County's security concerns since 9-11 that have resulted in many of the County facilities becoming difficult for non-County organizations to use during the evening. The General Services Department is conducting a survey to capture information in order to try to reach a resolution. Procedures for facility usage vary at each facility. General Services is conducting a survey. Mike Golden advised that this issue was discussed at length during the November meeting and there was nothing new to report.

IX. New Business:

Selection of the Nominating Committee for 2005 Officers

Terry Minor, Robert Terrell and Dennis Harding volunteered for this committee.

X. Reports:

Construction Status Report

Stuart Connock provided the Construction Status Report.

Dutch Gap Bridge and Trail Upgrade

Lynn noted that the report listed the trail renovation as complete, and she confirmed the report referred to the section of trail between the Dutch Gap boat dock and Henricus. Lynn noted that she had seen some erosion at this site. Lynn also requested that the grass be mowed more frequently in the summer.

Brown & Williamson Conservation Site

Stuart advised that this site was under County ownership and the CIP funds development at this site during FY 2009-11. Mike Golden advised Lynn that to visit this site required making arrangements ahead of time with DuPont and there was limited access; however, a visit could definitely be arranged. Tim Mick recommended a visit in the spring.

Beulah Elementary Road Repairs

Stuart advised Dennis Harding that Parks & Recreation has not received authority from the School Board to proceed with paving repairs. Parks and Recreation will be assisting with the project. Paving is usually scheduled for summer.

Co-sponsored Agreements

Phil distributed the *Athletic Group Status Report for 2004* and advised that youth softball listed as not submitting their information had advised they would do so.

Phil advised that all issues have been resolved with the International Soccer League (ISL). Mike Golden said all the fees have been paid and the League has met all the requirements. Mike said a very informative meeting had taken place, and the ISL was interested in community outreach as well as soccer. Roberto Conteras-Sanchez, AISL Manager, spoke to the Commission about their League. Mr. Conteras-Sanchez, Mr. Francisco "Poncho" Morales and Roberto Conteras-Sanchez, Jr. "J.R." thanked Parks and Recreation for all their assistance. All the representatives stressed their desire to be of benefit to the Chesterfield County community and invited citizens to meet with ISL at the Clover Hill Complex. J.R. noted that adult soccer was a passion for the players and their families, as well. They also furnished an informative booklet about their League. J.R. invited citizens to go to their website (available in January) www.aislrichmond.org for more information on their events. An invitation will be sent to Mike Golden for their spring event and the Commission members are also invited to attend. They currently have 25-35 teams from the central area (south side based). Roberto Conteras-Sanchez, Jr.

(J. R.) explained that they have members from Henrico and West Point. A newspaper is available in the Richmond area translated in English as "*New Roots*", which also gives information about their League.

Lynn thanked the League Officials for coming to PRAC and for their work in the community.

XI. Public Hearing:

Baseball and Softball Assignments

Richard Worcester spoke on behalf of the American Legion Post 186 and 137 about access to R. Garland Dodd Park at Point of Rocks, Field #1, for rainouts on Wednesdays or Fridays. Bill Carlson directed him to Peggy Booth with CBC and advised she would work with him on this issue.

Richard also spoke about the lights at R. Garland Dodd Park at Point of Rocks – noting there is poor visibility. Bruce Dove explained that the lights were about 26 years old and the older lights were on shorter poles and this caused the visibility problem Richard described.

Lynn Crump officially opened the public hearing on baseball and softball assignments and called for comments and discussion.

Dennis Harding made a motion to approve the baseball and softball assignments. Tim Mick seconded the motion. There was no further discussion and the motion passed with one opposing vote.

Phil Innis advised the Commission that the basketball tournament scheduled for August at Rockwood Park did not take place, although the group had obtained a special event permit.

XII. Agenda Items for Thursday, December 2, 2004:

- Election of Officers
- Sports Manual
- Joint Meeting with Neighboring Commissions – to subcommittee
- Background Checks – Outcome of December 15 Board of Supervisors Meeting

XIII. Meeting adjourned at 8:00 p.m.

Minutes respectfully submitted by Rebecca Parker

<p>The next meeting will be held on Thursday, January 06, 2005, at the Central Library.</p>
--

ATTACHMENT A

American Cancer Society's Relay For Life Chesterfield County Action Plan

OBJECTIVE

To analyze the opportunity for Relay For Life partnership with Chesterfield County through combining the two Relay For Life events currently in the county and hosting the combined event at a county facility (Central Government complex or the Fairgrounds) in May/June of 2006.

GOAL

To come analyze the opportunity and reach a final decision regarding whether or not to combine and relocate the two events in 2006 by May 1, 2005.

NEED ASSESSMENT

American Cancer Society Needs:

- Design Plan for Central Government site and Design Plan for Fairgrounds site
 - Design Plans to include:
 - Detailed site map with potential campsite locations indicated and any site restrictions noted (staking limitations, etc.)
 - Security, medical and overall participant safety capabilities addressed
 - Road closing/blocking and track outlining capabilities
 - Lighting and/or electrical capabilities
 - Restroom facilities
 - Locked accounting facilities
 - Any miscellaneous logistical opportunities such as golf carts, water, staging, tents, etc.
- Information regarding any vendor limitations or restrictions associated with both sites
- An outline of any publicity and/or recruitment opportunities for Relay For Life through a County partnership
- An outline for any Relay For Life school involvement opportunities through a County partnership

- County Parks and Recreation staff person to serve as primary logistical liaison and county representative on planning committee
- Ability to provide certificate of insurance to verify general liability coverage at selected site
- The American Cancer Society Relay For Life events are never ‘co-sponsored.’ Please provide a definition of specific expectations County has for partnership / hosting Relay For Life.

Chesterfield County Needs:

- Information on American Cancer Society volunteer leadership structure and volunteer/staff partnership
- Regular updates / open communication regarding volunteer questions and concerns as they arise
- General materials on the American Cancer Society and Relay For Life
- American Cancer Society Relay For Life volunteer logistical liaison
- Opportunity to showcase County facilities

TIMELINE

December

- ACS to submit an action plan to the County
- County to submit a follow-up action plan to ACS
- ACS staff to update ACS volunteers on status of project

January

- ACS & County to follow-up on immediate action plan requests
- ACS volunteer meeting to discussion action plan results

VI. February

- Meeting for ACS staff, ACS volunteers and County representatives (early February)
- All groups follow-up on any requests from the meeting (late February)

March

- Hold ACS volunteer focus group with volunteer representatives on all levels of both events in attendance (early March)
- Compile focus group results and share (late March)

April

- Present opportunity to Richmond Metropolitan Volunteer Leadership Council (early-mid April)
- Meeting for ACS staff, ASC volunteers and County representatives (late April)

May

- Reach decision by May 1st
- ACS and County to submit action plans for upcoming year if a decision to partnership with county is reached